




# Vehicle Registration System (VRS)

WV Division of Motor Vehicles



## Getting Started – What do I need?

- Computer with internet access
- Laser Printer
- WV.gov User Account
- Completed Application mailed or faxed to:  
West Virginia Interactive  
10 Hale Street, 3<sup>rd</sup> Floor  
Charleston, WV 25301  
Fax: 304-414-0266

Visit <https://dmv.wv.gov/vrs> to get started



# Overview

- Fast and Secure
- Print on Demand Temporary Tags
- Supports Temporary Tags and Transfers
- Electronic Lien Perfection
- System Fees can be passed on
- Ability to track title paperwork
- Accurate Fee Calculations
- Ability to research existing WV titles



## Overview Continued...

- WV Driver License Validation
- Online ordering and tracking of temp tags (No log book needed)
- Emergency Tags for offline use
- Ability to start transactions and save for later
- Support for multiple users and dealership locations
- Save lien holders and owners
- Generate Dealer Title Applications

# Temporary Tags

- Dealership cost per tag remains the same at \$3.00
- Tags are assigned to a dealership location and cannot be transferred between locations
- Tags are blank with a control number in top right hand corner
- Tags are preformed to include registration card.
- Laser Printer required (only needs to print in black and white. Color not required.)

<b>WEST VIRGINIA</b>																									
60-DAY TEMPORARY REGISTRATION PLATE <b>2019 TOYOTA</b>																									
<b>592</b>	 <b>402</b>																								
Inventory Control Number: 558893																									
<b>EXP 09/15/19</b>																									
ISSUED BY: Test Dealership      ISSUE DATE: 7/17/19      VIN/HIN: JTMP1RFVXKD516																									
^ Place this section inside clear plastic envelope, seal it, and attach it to the rear of the vehicle ^																									
<b>TEMPORARY VEHICLE REGISTRATION</b>																									
<table><tr><td>Plate # 592402</td><td>WV Title # OUT OF STATE</td><td>Issue Date 7/17/19</td><td>Expiration Date 9/15/19</td><td>VIN/HIN JTMP1RFVXKD516106</td><td>Year 2019</td><td>Make Toyota</td><td>Body Style SPORT UTILITY 4-DR</td></tr><tr><td>Owner Name John Doe</td><td>Mailing Address 1 Main St</td><td>City FLATWOODS</td><td>State KY</td><td>Zip 41139</td><td>Insurance KENTUCKY FARM BUREAU</td><td colspan="2">Policy # 00208 Effective Date From 2/17/19 To 8/17/19</td></tr><tr><td colspan="4">Selling Dealer Test Dealership</td><td>Dealer Number D 00060</td><td colspan="3">VEHICLE SALE Class A Motor Vehicle</td></tr></table>		Plate # 592402	WV Title # OUT OF STATE	Issue Date 7/17/19	Expiration Date 9/15/19	VIN/HIN JTMP1RFVXKD516106	Year 2019	Make Toyota	Body Style SPORT UTILITY 4-DR	Owner Name John Doe	Mailing Address 1 Main St	City FLATWOODS	State KY	Zip 41139	Insurance KENTUCKY FARM BUREAU	Policy # 00208 Effective Date From 2/17/19 To 8/17/19		Selling Dealer Test Dealership				Dealer Number D 00060	VEHICLE SALE Class A Motor Vehicle		
Plate # 592402	WV Title # OUT OF STATE	Issue Date 7/17/19	Expiration Date 9/15/19	VIN/HIN JTMP1RFVXKD516106	Year 2019	Make Toyota	Body Style SPORT UTILITY 4-DR																		
Owner Name John Doe	Mailing Address 1 Main St	City FLATWOODS	State KY	Zip 41139	Insurance KENTUCKY FARM BUREAU	Policy # 00208 Effective Date From 2/17/19 To 8/17/19																			
Selling Dealer Test Dealership				Dealer Number D 00060	VEHICLE SALE Class A Motor Vehicle																				
																									





# Ways To Use VRS

- Express Tags
- Full Fillings
- Combination of Express and Full Fillings
- Temp Tags for CVR Dealerships
- Hard Plates for CVR Dealerships
- Emergency Tags with Dealer Fulfillment
- Emergency Tags with Fax Fulfillment



# Express Tags

Time to Complete: 3 minutes  
Cost: \$2.00 Portal Fee

## Benefits

- Quick and Easy one page to transfer slip or temporary tag generation
- Option to send in paperwork old fashion way with a check for DMV Taxes and Fees
- Can be converted to Full at no charge within 60 days

## Features Not Included

- Does not generate a completed TR-1 or TL-1 Form
- Taxes and Fees are not calculated
- No Electronic Lien Perfection
- Not able to Track Paperwork to Completion



## Express Tags - Steps

1. Click on “Create New Express Registration” under “Express” on the main menu
2. Choose the transaction type (Temp Tag, Transfer, Motor Boat)
3. Enter the transaction information and click submit. You will need owner, vehicle, and insurance information. You will also need an Inventory Control Number for temp tags.
4. Print Temp Tag or Transfer Slip
5. Complete the transaction offline through your DMS and mail paperwork with a check to DMV.





# Full Filings

Time to Complete: 7 minutes  
Cost: \$2.00 Portal Fee

## Benefits

- Complete TR-1/DMV-1L Generation
- Electronic Lien Perfection
- Fee Calculations
- No Mailing Checks
- Validate Transfer Plate Status
- Quicker titling process
- Ability to track paperwork completion

## Features Not Included

- Everything Included



## Full Filings - Steps

1. Select “Create New Vehicle Registration” under “Vehicle Registration Tools”
2. Choose transaction type
3. Follow guided steps for your transaction. You will need transfer information, owner information, vehicle information, purchase price (excluding trade-ins), previous title state, trade-ins, liens, insurance information, and odometer statement. You will also need an Inventory Control Number for temp tags.
4. Print Temp Tag or Transfer Slip along with a DMV cover sheet and completed TR-1/ DMV-1L form.
5. Mail DMV cover sheet, MCO/previous title, and system generated TR-1/DMV-1L form to DMV. Do not mail a check.



## Combination of Express and Full Filings

Time to Complete: 12 minutes  
Cost: \$2.00 Portal Fee

### Benefits

- All benefits of Full Filing
- Ability to issue temp tag and complete DMV paperwork later
- Portal Fee only charged once.

### Features Not Included

- Everything Included as long as express transaction completed within 60 days.



# Combination of Express and Full Filings - Steps

1. Complete the express registration
2. When ready to convert to full filing, click “Complete Express Registration”
3. Find registration wishing to complete and click “Complete”
4. Follow guided steps for your transaction. You will need purchase price (excluding trade-ins), previous title state, trade-ins, liens, and odometer statement. Information entered on express form will be prefilled.
5. Print DMV cover sheet and completed TR-1/DMV-1L form.
6. Mail DMV cover sheet, MCO/previous title, and system generated TR-1/DMV-1L form to DMV. Do not mail a check.

# Temp Tags with CVR Dealerships

Time to Complete: 3 minutes + CVR data entry time

Cost: \$2.00 Portal Fee for Temp Tag + \$2.00 Portal Fee for Plate

## Benefits

- Only required if issuing both temp tag and hard plate
- Ability to issue temp tag and hard plate
- Quick and Easy one page to temporary tag generation

## Features Not Included

- Does not generate a completed TR-1 or DMV-1L Form until entered into CVR system
- No Electronic Lien Perfection until entered in CVR
- No Fee calculations until entered into CVR





## Temp Tags with CVR Dealerships - Steps

1. Click on “Create New Express Registration” under “Express” on the main menu
2. Choose the transaction type: Temp Tag
3. Enter the transaction information and click submit. You will need owner, vehicle, and insurance information. You will also need an Inventory Control Number for temp tags.
4. Print Temp Tag
5. Complete the transaction in CVR system and process like you do today.



## Hard Plates with CVR Dealerships

Time to Complete: CVR data entry time

Cost: \$2.00 Portal Fee

### Benefits

- Enter information once
- Continue the process you are using today
- Electronic Lien Perfection

### Features Not Included

- Requires use of CVR system

# Emergency Tags

- Preprinted temp tags for use with internet outage
- Tags cost extra \$0.50 when ordering
- Dealerships limited in number of tags issued
- Tags must be completed within 24 hours of internet restored
- Tags are completed with Permanent Marker and should be allowed to dry before touching ink.

**WEST VIRGINIA**

60-DAY TEMPORARY  
REGISTRATION PLATE

**112**  **455**

Inventory Control Number: 558893

**EXP:** / /

**ISSUED BY:** McQuinn's Used Cars **ISSUE DATE:** MM/DD/YYYY **VIN:** V I N

^ Place this section inside clear plastic envelope, seal it, and attach it to the rear of the vehicle ^

**TEMPORARY VEHICLE REGISTRATION**

Plate #	WV Title #	Issue Date	Expiration Date	VIN/HIN	Vehicle Year	Make	Body Style
112455	EM-TAG						
Owner Name		Owner Mailing Address		Insurance		Agent	
Selling Dealer MCQUINN'S USED CARS		Dealer License Number		Policy #		Effective Date From To	
VEHICLE SALE							

# Emergency Tags with Dealer Fulfillment

Time to Complete: 3 – 15 minutes

Cost: \$2.00 Portal Fee + \$0.50 emergency tag surcharge

## Benefits

- Ability to issue temp tag during internet outage
- Must order emergency tags ahead of time

## Features Not Included

- No data recorded until transaction is entered into the system.
- Limited number of tags issued to dealerships
- Dealership must hand write temp tag



# Emergency Tags with Dealer Fulfillment - Steps

1. Order emergency tags
2. When issuing, complete preprinted tag with Permanent Marker. Allow a few minutes to dry.
3. When internet restored, click “Manage Emergency Tags” under Dealership Management section.
4. Choose the tag number to complete and click “Complete”
5. Follow guided steps for your transaction to complete as Express or Full Filing.



# Emergency Tags with Fax Fulfillment

Time to Complete: N/A

Cost: \$100.00 Annual Fee +  
\$5.50 Portal Fee + \$0.50 emergency tag surcharge

## Benefits

- Ability to issue temp tag
- Must order emergency tags ahead of time
- No Internet Required
- DMV approval required for enrollment

## Features Not Included

- Limited number of tags issued to dealerships
- Dealership must hand write temp tag
- Must send Fax after using each tag
- Does not generate a completed TR-1 or DMV-1L Form
- Taxes and Fees are not calculated
- No Electronic Lien Perfection



# Emergency Tags with Fax Fulfillment - Steps

1. Order emergency tags
2. When issuing, complete preprinted tag with Permanent Marker. Allow a few minutes to dry.
3. Send completed fax form to 304-414-0266 within 24 hours of usage
4. Complete the transaction offline through your DMS and mail paperwork with a check to DMV.



# Saving and Continuing Registrations

- Can start a transaction and save at any step to be completed later
- Best used for Full filings

## **Steps:**

1. Start your full filling and continue until needing to stop
2. Click 'Save for Later' button in bottom right
3. When ready to continue, click "Continue a Pending Registration' under 'Vehicle Registration Tools'
4. Select the registration to continue and click 'Resume'
5. Continue the transaction as desired.



# Amend a Vehicle Registration

- Applies to Full Filings Only
- Manual Process using paperwork generated by system

## **Steps:**

1. On the DMV coversheet, check the box next to the section that contains information that needs to be changed.
2. On the Title Application, draw a line through the incorrect data and write in the correct data.
3. Include a check for any increase in fees due to DMV such as additional lien fee.
4. Include an Affidavit of Corrections for a Title or Registration form (DMV-35-DL)
5. Keep a copy for your records and mail the paperwork (and additional payment, if necessary) into the DMV.



# Void a Vehicle Registration

- Can apply to Express or Full Filing
- Portal fees are non-refundable after end of day. Transactions voided same day are not charged a portal fee.
- May need to apply for DMV refund for any DMV fees already collected.
- Cannot be voided after 60 days without help desk approval
- Should not be voided once paperwork is mailed to DMV
- Associated Temp Tag should be destroyed.

## **Steps:**

1. Click “Void Express Registration” for Express Transactions or “Void Vehicle Registration” for full transactions.
2. Search for your transaction and click “Void”
3. Enter reason for void and click “Void”
4. If DMV fees have been collected, system will provide DMV Refund form. Complete and mail form to DMV for transaction refund.





# Reprint Temp Tag

- Requires new control number
- Generates same tag number and expiration date

## **Steps:**

1. Click “Reprint Express Temp Tag” for Express Transactions or “Reprint Temp Tag Permit” for full transactions.
2. Search for your transaction and click “Reprint Temp Tag”
3. Enter reason for reprint, new inventory control number and click “Reprint”
4. Print the temp tag



## Find Transactions

- Can search by Transaction ID, TRP Number, Title Number, or VIN/HIN
- Can search by date range up to two years
- Useful if needing to reprint any system generated forms

### **Steps:**

1. Click desired option under “Transaction Reports” header
2. Enter information to search for your transaction and click “Search”
3. Click the Transaction Number to view the transaction details



# Search DMV Mainframe

- Can search by Title Number or VIN/HIN

## **Steps:**

1. Click “Search By Title or VIN” under “Search Tools”
2. Enter information to search and click “Search”
3. If multiple matches, click on desired transaction to view details.



# Order Temporary Tags

- Available to administrative users only
- Also available via Fax
- Temporary Tag fees are collected via ACH next business day after the order is submitted.
- Orders submitted by noon on business days are normally processed same day
- Orders submitted after noon are processed next business day
- Allow at least two days for orders to arrive once shipped.

## **Steps:**

1. Click on “Order Supplies” under Dealership Management
2. Enter quantity to order
3. Click “Update Order” to view a total
4. Click “Place Order” to request tags
5. Click “OK” to finalize order



# Manage Users at Dealership

- Available to administrative users only
- Can have multiple users
- Can restrict access to Express or Full Filings
- Can restrict access to ordering inventory
- User must create a WV.gov login at <https://go.wv.gov/a>

## **Steps:**

1. Click on “Manage Users” under Dealership Management
2. Enter username or email address and click “Find User”
3. Assign desired roles and click “Update”





## Manage Contact Information and Email Settings

- Available to administrative users only
- Can update dealership addresses, low Inventory warning, and maximum vehicle sale price
- Can signup for system generated emails

### **Steps:**

1. Click on “Contact Information and Email Settings” under Dealership Management
2. Select Dealership location and click “Edit”
3. Update information as desired.
4. Click “Save”



# Features Not Covered

- Inventory Report
- ACH Report
- Monthly Portal Processing Fee Report
- Void Control number
- Order History
- Manage Lien Holders
- Manage Owners



## Additional Help

### Technical Support

- Phone: 877-260-5414
- Email:  
[support@wvinteractive.com](mailto:support@wvinteractive.com)
- Chat: Login to system and click  
Help->Contact Us

### Dealer Services

- Phone: 304-926-0705